

August 2006



Regarding Service Coordinators

In case you haven't been to the CBIS website in the last couple of days, there are several revised summary sheets and the instructions have been updated. Thanks to Sandra Wilson for the following summary.

IFSP INITIAL MEETING/6 MONTH REVIEW FORM--The dreaded insurance question has been reworded (yeah!!); there are new boxes under Adjusted Income; in the 6 Month Review section, the wording has been changed from "IFSP just completed" to "expiring IFSP"

IFSP MEETING-SUMMARY SHEET SERVICES FORM--in the section where IFSP attendance is reported, the number of units are to be reported.

IFSP SUMMARY SHEET AMENDMENT/CORRECTION FORM--in the section where IFSP attendance is reported, the number of units are to be reported.

DISCHARGE SUMMARY--in section 5, the words "Date of this Review" have been removed in the first column

DEMOGRAPHIC FORM--"Mother's Maiden Name" is changed to "Mother's Last Name"

POE NEW REFERRAL FORM--"Mother's Maiden Name" is changed to "Mother's Last Name"

FIRST STEPS NEW SUMMARY SHEET FORMS FOR CBIS INSTRUCTIONS AND EXPLANATION-- middle of second page and top of third page-- "the IFSP just finished" is changed to "the expiring IFSP" first full paragraph of third page--a more detailed explanation of the way to report progress on outcomes is given"

Below is a copy of an email from a doctor to one of our Program Consultant:

Robert:

Once again, I am frustrated by First Steps' PSCs failure to provide supporting documentation.

I saw ***** this afternoon, a client of ***** from ***** Co.

No documentation to support referral, no information transmitted before hand and I am expected to make a diagnosis!

Family spent a fruitless 1 hour visit plus a 1 hour drive for no fault of their own.

If you would like me to serve these families and assist FS, then the PSCs MUST comply with my requirements of documentation.

I have informed the primary doctor and family about why this child did not receive a diagnosis and FS' responsibility to share information.

I hope that you will be able to address this. Also, *****, I have still not received any documentation despite 2 requests made incl. release sent to PSC. I don't believe it is my responsibility to track down documentation when First Steps initiates the referral!

_____, MD

Service Providers: Please follow proper procedures for our families and to ensure First Steps does not lose integrity.

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FIRST STEPS

KENTUCKY'S EARLY INTERVENTION SYSTEM

For Your Information

It has been brought to my attention that some Service Coordinators assume that Weisskopf Child Evaluation Center will schedule an ILE if one is approved by the Record Review Team. Please clarify with the service coordinators that once an Intensive Level Evaluation (ILE) is approved, a referral is required by the service coordinators. The family has a choice as to who will perform the ILE; therefore the service coordinator needs to make a proper referral.

Thanks,

Meredith Brown MS, RD, LD
First Steps Section Supervisor/ Part C Coordinator

Web site Changes & Updates
Question of the Month - Each month the Department for Public Health will pose a Question of the Month to our valued providers. By answering the monthly questions you are giving useful feedback to

the administration of First Steps.

Employment Opportunity

The [Commission for Children with Special Health Care Needs](#) (Hazard Region) will be hiring "several" RN's to work with the Department of Community Based Services FOSTER CARE system, within the next few months. These nurses will serve as a extra set of hands and eyes in the homes of children placed in Foster Care, (Regular Foster Care, not Medically Fragile) They would do home visits in the foster home and do a medical assessment on the children medical needs and refer to necessary medical providers, track past medical information and collect in our records, get well-child checks, immunizations, vision and hearing exams scheduled ETC. They will be trained on both TWIST and CUP. (Both agencies Information collection systems)

They will be looking for RN's with

experience in Pediatrics and Behavioral Health. This is NOT a hands on position, it is care coordination's services, the Social Workers are the LEAD and will remain in charge of the cases legally, these nurses are only providing medical consultation, Grade 16, Nurse Consultant/Inspector.

None of the nurses in the Hazard office are going to apply, this position would be Commission employees and may or may not be based in the Hazard office, but working solely with DCBS. These nurses will be supervised by one of our regional managers. The interviews will be conducted by this Regional Manager and a DCBS Nurse.

To apply these nurses would fill out the state application, in the position applying for be sure to put 4331 Nurse Consultant/ Inspector. Contact: Kathy Whitaker Sherman, RN, CCM; phone, (606) 435-6167 ext 225; FAX (606) 435-6164